



<http://agr.wa.gov/Portals/PI/>



Washington State Department of Agriculture

Secretary Senior

Range 33 \$2266 - \$2920 per month

Natural Resource Building, Olympia Washington <http://www.ci.olympia.wa.us/>

Come Join our Diverse and Dedicated Team

The Washington State Department of Agriculture serves the people of Washington State by supporting the agricultural community and promoting consumer and environmental protection.

The Department employs over 500 employees on a permanent basis and up to 200 additional employees on a nonpermanent basis for various seasonal work load needs in jobs ranging from brand inspectors, grain inspectors, and food safety officers, to computer information consultants and accountants. Offices and employees are located throughout the state.

This position supports this mission by serving as the assistant to the program manager, supervisors, and field staff and interacts extensively with exporters of plant products, facilitating trade and informing the public and stakeholders of state and federal quarantines regulating the sales and movement of nursery stock in the state of Washington. Activities of this position contribute to the export of agricultural goods from Washington State, in excess of \$400 million annually.

We offer:

- 11 Paid Holidays
- Sick and Vacation Leave
- Retirement
- Health, Dental and Vision
- Life and Long Term Disability
- (Optional) Dependent Care Assistance and Deferred Compensation Programs
- Free Training
- Tuition Reimbursement
- Employee Recognition
- And Much More

This is a full-time, permanent position that works Monday thru Friday in an office setting. Some off-site travel is expected to attend meetings or outreach activities that occasionally occur outside regular work hours.

Duties include but are not limited to:

- Provide administrative support to program supervisors, and field inspectors.
- Serves as the primary contact for the Nursery Inspection Program, answering questions and inquiries from the public about program rules, services, and operations.
- Audit and submit timesheets, leave requests, and travel vouchers for 10 field inspectors.
- Manage over 300 Nursery Program state and federal compliance agreements by communicating with other WSDA programs and USDA officials to ensure compliance with state and federal quarantine regulations for interstate and international trade of nursery stock.
- Develop and coordinate educational opportunities for stakeholders on program licensing, regulations, and requirements. Develop employee training programs, visual aids, brochures, and web content.
- Schedule and conduct presentations and/or training for staff and industry.
- Enter invoices and reconcile payments into the Plant Services Program accounts receivable program as requested.
- Track large amounts of survey and statistical data using multiple spreadsheets/databases.
- Order supplies and track inventory
- Work closely with program supervisors to streamline program processes.

QUALIFICATIONS: Graduation from high school or GED and three years of responsible experience in office/clerical, secretarial, bookkeeping, accounting, or general administrative work. Must be able to work 40 hours per week with minimal absences.

Preferred Skills:

- Have advanced knowledge of Microsoft Word, Excel, Outlook, and Access
- Willing to work with a diverse team
- Experience with account receivables databases (QuickBooks preferably)
- Have previous customer service skills.
- Have excellent verbal/written communication skills.
- Flexible.
- Detail oriented.
- Able to prioritize large work load to meet deadlines

For more information about our agency and its mission, visit our website at

www.agr.wa.gov

HOW TO APPLY – DO NOT APPLY THROUGH CAREERS.WA.GOV

Send a letter of interest and an application (<http://www.dop.wa.gov/Pages/forms.aspx>) no later than **March 25, 2010** to:

Linda Pentt, Human Resource Consultant
P.O. Box 42560
Olympia, WA 98504-2560 or e-mail hr@agr.wa.gov or fax to (360) 902-1821

The State of Washington actively supports diversity in the workplace and is an equal opportunity employer. Applicants who need assistance in the application process or who need this announcement in an alternative format may call (360) 902-1979 or the Telecommunications Device for the Deaf at 800-833-6388.